

U.T. ADMINISTRATION OF DAMAN & DIU.  
TRANSPORT DEPARTMENT, RTO COMPLEX,  
DAMAN.

**Tender Notice No. ADTr/DMN/451/07/85**

**Dated: 11 / 04 /2018**

**TERMS AND CONDITIONS FOR ENGAGING OF UNARMED SECURITY GUARD  
ROUND THE CLOCK (24x7) & 01 SWEEPER DURING OFFICE HOURS AT RTO  
COMPLEX, TRANSPORT DEPARTMENT, DAMAN TO LOOK AFTER THE ENTIRE  
CAMPUS, EQUIPMENTS, MACHINERIES, ETC.**

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1.The Deputy Director of Transport, Daman invites sealed tender from eligible agencies to provide Security Guard(s) round the clock (24 Hrs Day & Night Duty) & 01 Sweeper during office hours at RTO Complex, Daman to look after the entire campus, equipments, machineries, etc., .

The contract period shall be for one year from the date of commencement and further renewal from time to time subject to satisfaction of work performance with mutual understanding at the same rate (maximum up to 03 years).

The Sealed tenders are invited from eligible service providers / Agency with the terms and conditions as detailed below:-

**Requirement:-**

1. One Security Guard for 24x7 Security of RTO office Campus.
  - A. The agency has to provide one security guard in proper dress & equipment at any point of time for 24x7 Security of RTO office campus.
  - B. Duties / Work of Security Guard:-
    1. To protect campus from any trespasser and protection of all assets within the campus.
    2. To regulate the movement of visitors during office hours.
    3. To regulate parking of vehicles of all visitors during working hours / opening of office.
    4. To report immediately any authorized activity or entry into campus during or after office hours.
    5. He should be of sound health, physically fit, agile and of sound mind.
    6. The Security Guard shall maintain the register and comply with all the directions of the Dy. Director of Transport.
    7. Security Guard personnel should be in proper uniform and should have identity badge.
    8. The main duties and responsibilities of Unarmed Security Guards shall be as directed by the Deputy Director of Transport, Daman.
    9. The minimum eligibility of the Security Guard is education upto Standard 10<sup>th</sup> age between 21 years to 50 years only and having knowledge of Gujarati, Hindi and English Language.
2. One Sweeper/Cleaner during office hours.
  - A. The agency has to provide one Sweeper /cleaner during office hours to clean the office and RTO Campus & its surrounding as per requirements and directions.
  - B. Duties / Work of sweeper / Cleaner.
    1. Sweeper /Cleaner will clean the RTO office before the opening time of office.
    2. To remain present during office hours and maintain cleanliness throughout the day and specially of washroom and pantry area.
    3. He should not be of less than 21 year of age and not more than 50 year of age.
    4. He should be physically fit and of sound mind.
    5. He should be well versed with Gujarati language.

